

<b>Vermont State Hospital Policy</b>		<b>B24a</b>
<b>Patient Work Policy - INTERIM</b>		
Replaces version dated:	New    X	Effective date: 5/05/08
Approved as an Interim Policy by the VSH Executive Director:		Date: 5/05/08
Approved by the Commissioner:		Date:
<b>Proposed Amendments to Interim Policy</b>		<b>7/06/09</b>

### **Policy:**

The Vermont State Hospital will develop and maintain an inpatient employment and vocational skill-building program in accordance with applicable law, including the Americans with Disabilities Act.

### **Purpose:**

To provide guidelines for the employment and vocational skill-building options for patients while residing at VSH, as part of a comprehensive treatment and recovery program, and to provide a therapeutic experience that conforms with the individual strengths and needs of each patient.

### **Definitions:**

**1. Vocational Skill Building** – A structured program designed to teach patients skills needed to find and maintain employment and enhance independent living skills.

**2. Therapeutic Employment** – A job assignment for patients that provides a therapeutic work experience and for which they are paid.

### **Procedures:**

1. The treatment team, in conjunction with the patient, will refer any interested patient to Therapeutic and Recovery Services (TRS) Department to coordinate employment or vocational skill-building options.
2. The TRS staff will conduct an interview with the patient and discuss placement options and available times in relation to other scheduled activities.
3. The TRS staff will make recommendations to the patient and his / her treatment team about possible placement opportunities.
4. The treatment team will approve a placement for the patient.
5. Patient participation in any employment or vocational skill-building program is voluntary and will not be based upon the earning of privileges or special rewards.

6. TRS staff will provide an assessment regarding the therapeutic and/or vocational aspects of the patient's placement to the patient and his/her treatment team at treatment planning meetings, or as indicated.
7. As necessary, the treatment team shall collaborate with the work site supervisor to ensure that all reasonable accommodations are considered and available in order to maximize the potential for the patient's successful therapeutic or vocational experience.
8. At such time when all available placement options are full, patient referrals will be added to a waiting list and proceed as openings become available in the sequence (date) referred.
9. The treatment team may suspend or terminate the placement for clinical reasons.
10. The work site supervisor may suspend or terminate the placement for failure to comply with work site rules.
11. Patients engaged in paid employment shall be paid in accordance with the minimum wage laws of the Fair Labor Standards Act.